	<h1 style="text-align: center;">State of South Carolina</h1> <h2 style="text-align: center;">Invitation for Bid</h2> <h3 style="text-align: center;">Amendment One</h3>	Solicitation Number	1-1056-09
		Date Printed	3/26/2009
		Date Issued	3/26/2009
		Procurement Officer	Bob Knudson
		Phone	(803) 898-9750
		E-Mail Address	procurement@ddsn.sc.gov

DESCRIPTION: Provide complete janitorial services to the South Carolina Department of Disabilities and Special Needs' Central Office located in Columbia, SC.

USING GOVERNMENTAL UNIT: The South Carolina Department of Disabilities and Special Needs

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY (Opening Date/Time): 10:30 PM 04/09/09 See "Deadline For Submission Of Offer" provision

QUESTIONS MUST BE RECEIVED BY: 5:00 PM 03/24/09 See "Questions From Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: **One (1) original and One (1) copy (marked 'copy')**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

SC Dept Of Disabilities & Special Needs
P.O. Box 4706
Columbia, S.C. 29240

PHYSICAL ADDRESS:

SC Dept of Disabilities & Special Needs
3440 Harden Street Suite 220
Columbia, S.C. 29203

See "Submitting Your Offer" provision

<p>CONFERENCE TYPE: Pre-Bid Conference and Site Visit DATE & TIME: Friday, March 20, 2009 – 10:30 AM</p>	<p>LOCATION: SCDDSN Central Office 3440 Harden Street, Ext., Conference Room 247 Columbia, SC 29203</p>
<p>As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions</p>	

<p>AWARD & AMENDMENTS</p>	<p>The award, this solicitation, and any amendments will be posted at the above listed physical address and at the web address: http://www.ddsn.sc.gov/aboutddsn/procurementopportunities.htm</p>
--------------------------------------	---

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

<p>NAME OF OFFEROR <small>(Full legal name of business submitting the offer)</small></p>		<p>OFFEROR'S TYPE OF ENTITY: <small>(Check one)</small></p> <p><input type="checkbox"/> Sole Proprietorship</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Corporation (tax-exempt)</p> <p><input type="checkbox"/> Corporate entity (not tax-exempt)</p> <p><input type="checkbox"/> Government entity (federal, state, or local)</p> <p><input type="checkbox"/> Other _____</p> <p style="text-align: right;"><small>(See "Signing Your Offer" provision.)</small></p>
<p>AUTHORIZED SIGNATURE</p> <p><small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small></p>		
<p>TITLE <small>(Business title of person signing above)</small></p>		
<p>PRINTED NAME <small>(Printed name of person signing above)</small></p>	<p>DATE SIGNED</p>	

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

<p>STATE OF INCORPORATION <small>(If offeror is a corporation, identify the state of Incorporation.)</small></p>	
<p>TAXPAYER IDENTIFICATION NO.</p> <p style="text-align: right;"><small>(See "Taxpayer Identification Number" provision)</small></p>	<p>STATE VENDOR NO.</p> <p style="text-align: right;"><small>(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)</small></p>

PAGE TWO
(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Area Code</td> <td style="width: 20%;">Number</td> <td style="width: 20%;">Extension</td> <td style="width: 45%;">Facsimile</td> </tr> <tr> <td colspan="4" style="padding: 5px;">E-mail Address</td> </tr> </table>	Area Code	Number	Extension	Facsimile	E-mail Address			
Area Code	Number	Extension	Facsimile						
E-mail Address									

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses)
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. See "Amendments to Solicitation" Provision	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT See "Discount for Prompt Payment" clause	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____Calendar Days (%)
--	----------------------	----------------------	----------------------	------------------------

PREFERENCES – SC RESIDENT VENDOR PREFERENCE (June 2005): Section 11-35-1524 provides a preference for offerors that qualify as a resident vendor. A resident vendor is an offeror that (a) is authorized to transact business within South Carolina, (b) maintains an office* in South Carolina, (c) either (1) maintains a minimum \$10,000.00 representative inventory at the time of the solicitation, or (2) is a manufacturer which is headquartered and has at least a ten million dollar payroll in South Carolina, and the product is made or processed from raw materials into a finished end-product by such manufacturer or an affiliate (as defined in section 1563 of the Internal Revenue Code) of such manufacturer, and (d) has paid all assessed taxes. If applicable, preference will be applied as required by law.	OFFERORS REQUESTING THIS PREFERENCE MUST INITIAL HERE. _____ *ADDRESS AND PHONE OF IN-STATE OFFICE <input type="checkbox"/> In-State Office Address same as Home Office Address <input type="checkbox"/> In-State Office Address same as Notice Address <div style="text-align: right;">(CHECK ONLY ONE)</div>
--	--

PREFERENCES – SC/US END-PRODUCT (June 2005): Section 11-35-1524 provides a preference to vendors offering South Carolina end-products or US end-products, if those products are made, manufactured, or grown in SC or the US, respectively. An end-product is the item identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. The terms "made," "manufactured," and "grown" are defined by Section 11-35-1524(B). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, offeror certifies that the end-product(s) is either made, manufactured or grown in South Carolina, or other states of the United States, as applicable. Preference will be applied as required by law.	IF THIS PREFERENCE APPLIES TO THIS PROCUREMENT, PART VII (BIDDING SCHEDULE) WILL INCLUDE A PLACE TO CLAIM THE PREFERENCE. OFFERORS REQUESTING THIS PREFERENCE MUST CHECK THE APPROPRIATE SPACES ON THE BIDDING SCHEDULE.
--	---

AMENDMENTS TO SOLICITATION (JANUARY 2006) (a) The Solicitation may be amended at any time prior to opening. (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

Please note that the bid opening date has changed to the following:

Thursday, April 9, 2009, 10:30 AM

All solicitation documents, amendments, and awards will now be posted at the following web address: <http://www.ddsn.sc.gov/aboutddsn/procurementopportunities.htm>

The following are questions received in response to Solicitation Number 1-1028-08.

Who is the incumbent cleaning company for this location?

Peace of Mind

Request price for last year janitorial services on this project, thanks in advance. If possible give hourly rates for last year for laborer and supervisor.

The previous award for Central Office janitorial services was for \$30,000.00 per year. Hourly rates provided were \$10.00/Hour for laborers and \$13.00/Hour for supervisory staff.

Is it acceptable to charge an additional fee to perform annual cleaning duties within the first thirty days of the contract?

It is expected that the monthly rate provided in the bid schedule with your offer will be inclusive of all duties specified in this solicitation, including the performance of annual duties within the first thirty days of the contract start date. Charging a separate fee in addition to the monthly fee provided in your bid will not be acceptable unless it is for duties not listed in this solicitation and specifically requested by SCDDSN.

Do the toilet paper dispensers require a proprietary size toilet paper? Are the single or double roll?

The dispensers do not require a proprietary size roll. It is a standard single roll, the same size as one would use in their home.

Do you expect the second story external windows to be cleaned?

Yes, these windows will need to be cleaned. The manner in which this is performed may be defined by the contractor.

Is a breakdown of individual costs necessary on the bid schedule?

No, you are only required to provide those values requested.
Will it be permissible to drop ship supplies?

Allowances may be made for this practice following coordination with SCDDSN.

What are your expectations for item B-6c under specifications?

All light lenses, globes, and diffusers must be free of all dust and dirt. It is not expected that these items will have to be moved to perform this task.

Do you know what the rate of usage is for supplies?

It is estimated that one and a half to two boxes of toilet paper (96 rolls per box) and three to four boxes of paper towels are used per month. These numbers are provided for general information only and do not excuse the contractor from their responsibility to stock sufficient supplies necessary to account for monthly fluctuations in usage.

I was wondering if you could tell me:

1. The number of floors the agency occupies.
2. The number of restrooms.
3. The number of offices and cubicles.
4. The type (and model number) of the soap dispensers used.
5. The (approximate) total square footage.

For questions 1, 2, and 5, please refer to page nine of the solicitation document.

Regarding question 3, please refer to the attached floor plan.

In response to question 4, all soap dispensers are Spartan brand, top-loading, liquid soap type dispensers. A model number is not available.

Will the cleaning crew be able to stay in the building after 9 PM?

Daily cleaning duties should regularly be completed by 9:00 PM. Permission may be granted on a case by case basis for some duties to be performed beyond this time.

In addition to the 136 individuals that are housed in the building, are there additional personnel that come into the building on a daily basis?

Various meetings and training sessions are held on a regular basis at this location. Traffic varies and estimated numbers are not available.

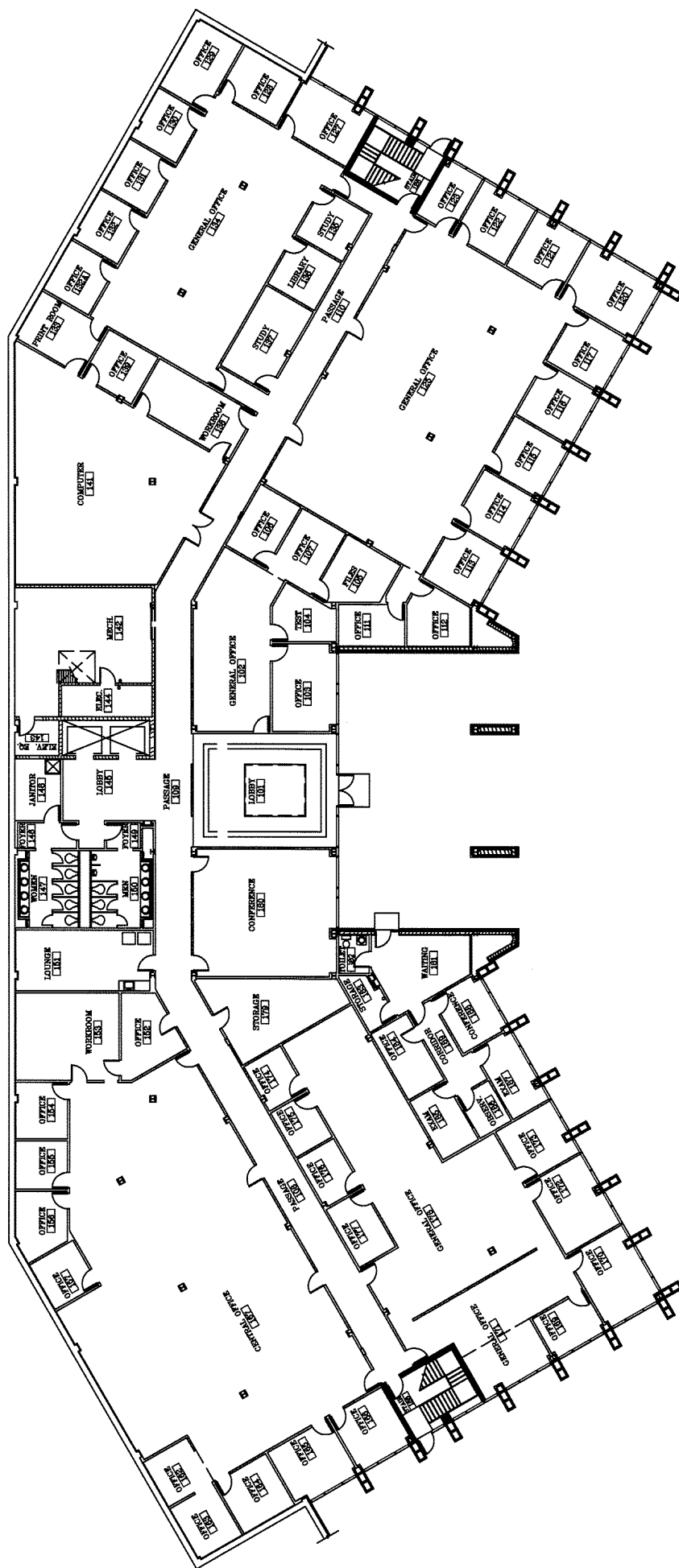
Can the supervisor for the cleaning crew be a working supervisor?

SCDDSN has no objections to the designated supervisor also performing cleaning duties.

Although we are a minority business we are not registered with OSMBA. Is this a mandatory requirement for the bidding of solicitation 1-1056-09?

There are no requirements that any offeror be registered with the Governor's Office of Small and Minority Business Assistance to submit a bid in response to this solicitation.

A floor plan is attached to provide a general overview of the building. Please note that it is not drawn to scale.



FIRST FLOOR PLAN

